

**Basic Pay – Change Pay Scale to Pay Band (Salary)**

**Purpose** Use this procedure to update an employee's Basic Pay (0008) infotype when the pay changes from pay scale to pay band (salary).

**Trigger** Perform this procedure when the employee's *Basic Pay* (0008) infotype did not update correctly during the Appointment Change Action (**PA40**).

**Prerequisites** • Employee's Basic Pay (0008) infotype changes from Pay Scale to Salary.

**End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, and Payroll Processor










Change History	
Date	Change Description
7/27/2009	Convert procedure in new template.

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>This situation may happen when an employee has an appointment change from a classified general government position to a WMS/Exempt position.</li> </ul>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

The screenshot shows the 'Maintain HR Master Data' application. The 'Personnel no.' field is highlighted with a red box and contains '40000100'. The 'Basic Pay' row in the 'Infotype text' list is also highlighted with a red box. The 'Period' section on the right shows the 'From' date as '08/01/2009'.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 40000100

3. Click the box to the left of **Basic Pay** to select.
4. Click  (Enter) to validate the information.
5. In the **Time** period section, click Period and enter the From date as the effective date of the Basic Pay record.

Time period

☒ Period

From 08/01/2009 to 12/31/9999


☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

6. Click  (Create) to create a new record.

Infotype Edit Goto Wage types Extras System Help

Create Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 40000100 Name John Doe 40000100

PersArea 3000 DSHS Headquarters EGroup 0 Permanent

PSubarea 00JE Econ/SocialSvcs EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 08/01/2009 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 20 Appointment Change Capacity Util. Level 100.00

PS type 00 Work hours/period 87.00



PS Area 02 Next increase






PS group BAND 2 Level 02 Annual salary 68,544.00 USD


Wa	Wage Type Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1003	Pay Period Salary		2856.00	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 08/01/2009 - 12/31/9999 0.00 USD

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	<p>The reason for the change in pay.</p> <p> If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list.</p> <p><b>Example:</b> 20 – Appointment Change</p>

Level	N/A	<p>This defines the step within a range for compensation.</p> <p> Level A will default into the field. The PS Level is used to reflect the salary for a General Government employee and defines this as Indirectly Valuated. You may need to change the level.</p> <p><b>Example:</b> A (This is not applicable for this transaction)</p>
Next Increase	C	<p>This is the date of the next scheduled increase in the employee's pay. This is also known as the periodic increment date.</p> <p> If this field is blank for the <i>Classified</i> employee, they will not receive their pay increment.</p> <p><b>Example:</b> 01/01/2010</p>
Annual Salary	C	<p>This is the dollar amount that the employee receives as pay per year.</p> <p> If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field. Entering the salary defines this person as Directly valued.</p> <p><b>Example:</b> 25,952.00</p>
Wage Type	C	<p>It separates amounts and time units for various business processes.</p> <p> The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank.</p> <p> You can also enter wage types for Shift Difference and Assignment Pay.</p> <p><b>Example:</b> 1003 Pay Period Salary</p>

8. Click  (Enter) to validate the information.

9. Click  (Save) to save.

10. You have completed this transaction.

Results
You have updated the employee's <i>Basic Pay</i> (0008) infotype from Pay Scale to Pay Band (Salary).
Comments
None.